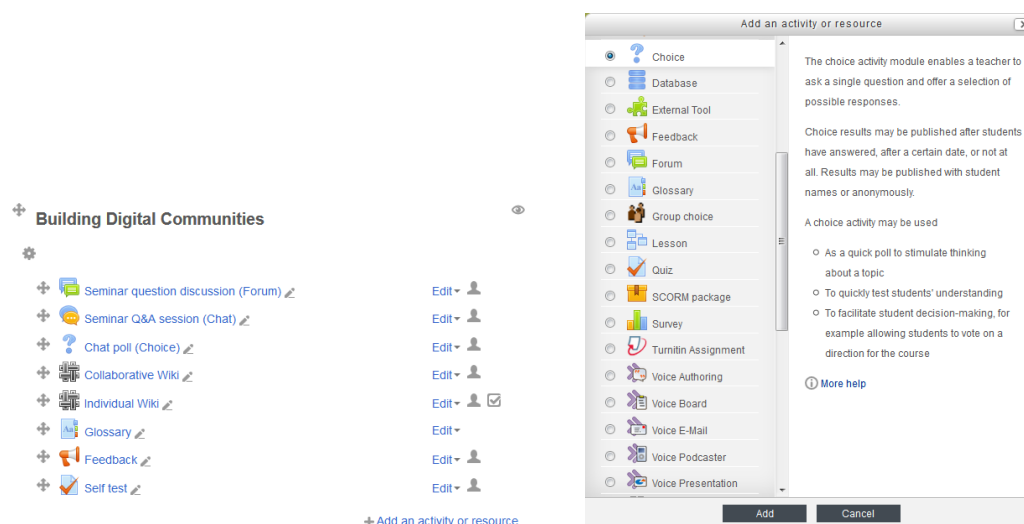


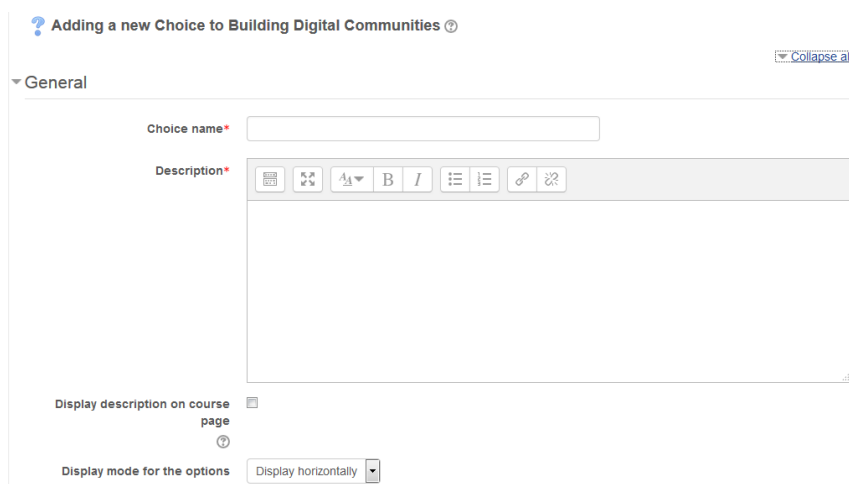
## How to add a choice activity to a Moodle course

The choice activity allows students to answer a multiple choice question set by the module leader. It can be useful as a quick poll to gather feedback.

Firstly turn editing on and then scroll down to the section you want to add your choice activity to. Click on the **Add an activity or resource** link and then choose **Choice** from the activity or resource picker menu. Click on the **Add** button to complete the process.



Give your choice activity a **Name** (remember this is the link that your students will click on so it needs to be clear and easy for them to understand). The **Description** section is where you add your question text.



The image shows the 'Adding a new Choice to Building Digital Communities' form. The 'General' section is expanded. It contains a 'Choice name' field, a 'Description' field with a rich text editor toolbar, a 'Display description on course page' checkbox, and a 'Display mode for the options' dropdown menu set to 'Display horizontally'.

Choose whether you want to display this text on the course page under the link to the choice activity by ticking the **Display description on course page** check box. Otherwise it will only be displayed once the student clicks on the link to the choice activity.

The **Display mode for the options** field allows you to display the answer options horizontally or vertically.

▼ Options

Allow choice to be updated

Allow more than one choice to be selected

Limit the number of responses allowed

Option 1\*

Limit 1

Option 2

Limit 2

Option 3

Limit 3

Option 4

Limit 4

Option 5

Limit 5

The **Options** fields are where you add your answer options. You can restrict how many students can choose each answer option by completing the associated **Limit** field but this is not recommended unless you are using the activity to book tutorial appointments (or similar). If you need to add more options you can click on the **Add 3 field(s) to form** button.

The **Allow choice to be updated** field enables your students to amend their choice(s).

The **Allow more than one choice to be selected** field lets the students choose more than one answer option.

The **Limit the number of responses allowed** field allows you to restrict how many of your students can answer your choice activity. It is recommended that you *disable* this field.

▼ Availability

Restrict answering to this time period ☐

Open

Until

▼ Results

Publish results

Privacy of results

Show column for unanswered

If you want to restrict the length of time available for your students to answer the choice activity (for example if you need a time sensitive response) put a tick in the **Restrict answering to this time period** checkbox in the **Availability** section. The date fields will then become active.

The **Results** section covers how you want the choice activity to handle the results it receives.

**Publish results** is where you decide if you want the students to see the results. If you choose to display them, the **Privacy of results** field will become active and you can choose how much information you want your students to see.

Finally you can choose to display non responses using the **Show column for unanswered** field.

The **Common Module Settings**, **Restrict Access** and **Activity Completion** (if you have chosen to enable this) sections can be completed in the usual way or you can ignore them and just click on either of the **Save** buttons.

To access the choice activity, staff and students just click on the link from their Moodle course page.